

GARRARD COUNTY SCHOOLS
Job Description

CLASS TITLE: FRONTLINE HR MANAGEMENT

REPORTS TO: Director of Finance

EXEMPT STATUS: Exempt

APPROVED:

BASIC FUNCTION:

Perform a variety of skilled and technical duties related to the installation, configuration, and continuous maintenance of the system.

REPRESENTATIVE DUTIES:

- Keep the system current by adding new employees and removing access to terminated employees as needed.
- Keep schedules current for individual employees, making sure that positions and locations are up to date.
- Keep work schedules on the Master Calendar up to date for days off and paid holidays.
- Provide staff with assistance, information, and technical expertise regarding access to and proper operation of the timekeeping and absence management system.
- Provide substitutes with assistance, information, and technical expertise regarding the access and proper operation of the sub-finder system.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- How the settings within the timekeeping system and absence management coincide together to get the correct information for payroll.
- How to set up a new user account
- How to set up a new administrator account
- How to set up and maintain staff groups and visibility profiles
- How to create, run, and read reports out of the timekeeping system and absence management system.

ABILITY TO:

- Read, interpret, and implement technical service manuals for the system.
- Maintain records related to work performed.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.

PHYSICAL DEMANDS

- Work is performed while standing, sitting, and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

REQUIREMENTS:

This is a supplemental position to be filled by a current employee.